
Hazard Mitigation Planner

Duties

- ❑ Develops a working knowledge of the Federal hazard mitigation planning requirements as expressed in regulations and policy.
- ❑ Reviews local, state and/or tribal mitigation plans for compliance with regulations and policy.
- ❑ Provides recommendations to FEMA regional staff and prepares written recommendations for improvement to the plan.
- ❑ Under the direction of senior mitigation planner or FEMA regional planning staff, provides technical assistance to local, tribal, and state government officials with regard to preparation, revision, or update of hazard mitigation plans to comply with Federal requirements.
- ❑ Tracks each assigned plan through the administrative elements of the review process, including database entry, drafting of review and approval letters.
- ❑ Participates in team review sessions and works closely with state and local counterparts.

Knowledge, Skills and Abilities

Knowledge

Knowledge of general planning principles, practices and procedures. Background in hazard mitigation planning, hazard mitigation grant programs, community planning, business continuity planning, watershed management planning, and/or emergency operations planning is helpful, but not mandatory. Basic understanding of various types of natural hazards and the impact that they may have on the built environment, and thereby, on social and economic processes. Knowledge of mitigation techniques that may be used to reduce the impact of these hazards is also helpful.

Skills

- ❑ Written and oral communications.
- ❑ Coordination, negotiation, consensus building and interpersonal skills.

Abilities

- ❑ Ability to review and analyze complex, lengthy documents and compare them against Federal requirements and guidance.
- ❑ Ability to operate in a politically sensitive environment and perform job responsibilities under stressful conditions.
- ❑ Ability to be considerate, patient, and open-minded when providing technical assistance to local, state, and tribal officials that have a less complete understanding of the Federal hazard mitigation planning requirements.
- ❑ Ability to operate a computer and use MS Office programs.